

OFFICIAL
PERSONNEL BOARD MINUTES
Tuesday, November 18, 2008

CALL TO ORDER

The meeting began at 5:35 p.m. in Conference Room 113 of City Hall.

ROLL CALL

Present: Dave Thomas, Ed Comerford, Ed Fuentes, Anna Marie Jones Council Member Rico Medina.

City Staff: Human Resources Director Tami Yuki, Public Services Director Klara Fabry, Community Development Director Aaron Akin

Other: Council Member Rico Medina

APPROVAL OF MINUTES

The minutes of October 27, 2008 were approved

PUBLIC COMMENT

None

CONDUCT OF BUSINESS

A. Swearing in of new Personnel Board Member Jeanne Garcia and Personnel Board Member Ed Fuentes

Personnel Board Member Ed Fuentes' was reappointed. City Clerk Carol Bonner administered the oath of office to Personnel Board Member Fuentes.

New Personnel Board Personnel Member Jeanne Garcia was unable to attend the meeting because of illness. City Clerk Carol Bonner will contact Personnel Board Member Jeanne Garcia and perform the oath of office in the City Clerk's office.

B. Current Recruitments

Entry Police Officer & Pre-Trained/Lateral Police Officer
(Continuous)
Community Services Director
(Open 11/1/08)
(Close 12/1/08)

C. Review job descriptions

As requested by the Board the organizational chart and positions related to the Senior Code Enforcement Officer were attached along with strike out of the changes that were made to the job description.

Personnel Board Member Thomas inquired if the Senior Code Enforcement Officer falls under FLSA. Human Resources Director Yuki replied that this is a Mid-Management position.

Personnel Board Member Fuentes inquired if this position supervises the Code Enforcement Officer.

Human Resources Director Yuki replied that the Senior Code Enforcement Officer is not a supervisory position. Director Yuki stated that this position reports to the Building Official.

Community Development Director Aaron Aknin stated that the Senior Code Enforcement Officer will not supervise, however would handle more complex cases. Director Aknin said that this person would have more experience in Code Enforcement, therefore would be able to provide guidance to the Code Enforcement Officer.

Personnel Board Member Fuentes made a motion to adopt the Senior Code Enforcement Officer with amendment to add the FLSA clause to the job description.

Ed Comerford seconded the motion. The motion passed unanimously.

The organizational chart and positions related to the Engineering Technician/Public Works Inspector were attached. Human Resources Director Yuki stated that the Associate/Assistant Engineer, Principal Engineer reports to Civil Engineer.

At the last meeting, Personnel Board Member Thomas stated that many years ago Maintenance Workers II filled in for the Engineering Technician/Public Works Inspector.

Human Resources Director Yuki checked with the Corporation Yard and found that at least ten years ago the Engineering Technician/Public Works Inspector position was being filled in by some of the Maintenance Worker II. Director Yuki stated this occurred on an interim basis, but does not occur any longer.

Since the Associate/Assistant positions are in the same class as the Engineering Technician/Public Works Inspector, Personnel Board Member Fuentes asked if these two positions need to be reviewed at the same time as the Engineering Technician/Public Works Inspector. Human Resources Director Yuki said the Department will review the job description for any needed changes, or if there are changes needed due to minimum qualifications the Department will review the job description. Director Yuki said if changes are made to one job description and it affects the other job description the changes would be made at the same time.

Under "Education and Experience" after some discussion, the Board concurred that the first and second sentences should be deleted from the job description.

In the second paragraph on page 2 of 3 "for process for" was deleted.

In the six paragraph on page 2 of 3 "Reviews and comments on Environmental Impact Reports", Personnel Board Member Thomas stated that the Engineering Technician/Public Works Inspector with its limited education and experience should not have the authority to release comments. Public Services Director Klara Fabry said that the Engineering Technician/Public Works Inspector is under the preview and supervision of the City Engineer.

The Board concurred that "Reviews and comments" would be changed to "Reviews and prepares draft comments".

Under physical conditions "excess of 50 pounds" has been changed to "occasionally lift and moves objects up to 75 pounds.

Personnel Board Member Comerford made a motion to approve the Engineering Technician/Public Works Inspector with corrections. Anna Marie Jones seconded the motion. The motion passed unanimously.

D. Presentation of Annual Report to City Council

Human Resources Director Yuki stated that in the past for the Board's annual report to the City Council, the Board has done a Power Point presentation. However, last year there was no Power Point presentation.

Personnel Board Member Thomas stressed that since we are not asking the Council for approval for any items, but just providing information to them, the presentation should be brief between 5 to 7 minutes.

Vice Chair Ed Fuentes agreed to do a presentation with Power Point slides. The Board agreed to schedule a meeting on December 9, at 5:30 p.m. before the Council meeting.

Personnel Board Member Thomas made a motion to schedule meeting on December 9, 2008. Personnel Board Member Fuentes seconded the motion. The motion passed unanimously.

The Personnel Board also reviewed the information regarding the Public Services Director and Community Services Director statistics. The Personnel Board felt it was helpful to review timeline and advertising information. Human Resources Director will provide similar information for the current Community Services Director recruitment.

ADJOURNMENT

The meeting adjourned at 6:45 p.m.

Respectfully submitted,

Marie Fir
Secretary